The purpose of this paper is to provide a status of the CBA payment process within the Navy. It includes Account Status, Monthly Performance, Command CBA Performance, Trends, and new developments.

Our overall goal is to improve the timeliness of CBA payments to Bank of America (BoA) while complying with DoD policy to match all expenditure transactions with obligations prior to payment and minimize "rework" in the form of corrections to expenditure transactions or cost transfers. To achieve this goal commands/activities need to ensure obligations are promptly recorded.

For FY-04, the goal is to have a **97%** transaction match for uploaded invoices. That means errors for all Navy transactions should be at or below 3%. In January the transaction match was **93%** a slight drop from **95%** in December. The error rate is calculated by summing the $ value of all errors divided by the total $ value of all invoices uploaded for the month.

	Total Transactions	Errors
Jan Mechanized Invs	55,684	2,695

The count of errors excludes all "GG G7" errors (APVM TFO transactions), which are transactions that do not post to the FADA. Instead a manual request for pre-validation must be sent by DFAS to the responsible site.

ACCOUNT STATUS

Navy currently has open 260 CBA accounts:
- 148 NAVPTO accounts
- 112 Command accounts

FY-2004 PERFOMANCE GOALS

	FY-04	FY-03	Difference
Account Review	12 days	12 days	None
Account Payment	30 days	30 days	None
Command Volume	60%	60%	None
Transaction Match	97%	97%	None

ACCOUNT MANAGEMENT

In an effort to continually improve the Navy's CBA program, FMO in conjunction with the Space and Naval Warfare (SPAWAR) Systems Center (SSC) has developed a web-based reconciliation application for use by all STARS-FL command account holders. This application within minutes compares the accounting information on the uploaded CBA invoice with obligations established in STARS. It generates reports showing transactions that match, require an increase in the obligation or no corresponding obligation is established in STARS. Thus, drastically reducing the processing time for reconciling CBA invoices. Using the same data for both obligation and invoice will preclude data mismatches that cause CBA invoices to suspend in the One Pay system.

It will no longer be necessary for account holders to process their own query to obtain the obligation file from the FADA; instead SPAWAR will daily update the obligation file. Since, this CBA reconciliation application is web-based; STARS-FL account holders will not have to maintain the application on their local PC or hardware.

To process invoices, users will have to log in through the internet and run the reconciliation program. For more information about the website and obtaining the necessary login ID and password, please contact Frank Reale or Robert Beach at (757) 443-0636 or DSN 646-0636.

MONTHLY PERFORMANCE

Below are the statistics for January CBA processing:

- The error rate was 7% (dollar value of transactions) and 5% (count of transactions). Both of these figures have increased compared to December.

- Summary of January CBA payments

Month Invoices Uploaded By DFAS	#	Invoice Amount	Prompt Pay Interest Payment
October Invoices	2	$ 362,243.09	$ 1,608.67
November Invoices	10	$ 2,061,925.96	$ 4,130.27
December Invoices	80	$10,868,181.83	$ 5,300.28
January Invoices	162	$15,270,678.46	$ 1,057.68
Total Mech Invoices	254	$28,563,029.34	$12,096.90
Manual Invoices	287	$ 2,874,530.71	$ 7,339.01
January CBA Payments	**541**	**$31,437,560.05**	**$19,435.91**

PROMPT PAYMENT INTEREST

Below is the summary of the prompt payment interest attributed to CBA invoices paid out of DFAS-Norfolk. The interest percentage for January was .06%. Manual invoice payments account for more than half of the interest charges; commands need to ensure supplemental invoices are turned in promptly to reduce interest payments.

	Invoice Count	Invoice Amount	Interest Paid	Interest Percent
2003/Oct	565	$34,143,131	$26,325	0.08%
2003/Nov	431	$21,390,380	$13,952	0.07%
2003/Dec	579	$33,623,499	$23,647	0.07%
2004/Jan	541	$31,437,560	$19,436	0.06%
	2,116	$120,594,570	$83,360	0.07%

COMMAND CBA PERFORMANCE

A star (X) is credited to commands that were able to review invoices within the specified 12 days goal. Another star will be credited to commands that were able to pay invoices within 30 days. In **January,** Command CBA's accounted for approximately **$9.78M of $22.36M (44%)** of Navy CBA spending processed through DFAS-Norfolk. The goal is to increase Command CBA spending to 60% of the Navy total.

A key process performance measure is the time from statement date to payment. This measures the accuracy of the payment data as well as time to review the invoice. In **January** average payment decreased to <mark>23 days</mark>, **an improvement from 27 average days in December.** The goal is to have invoices paid in **30 days** or less, before they start to incur interest. Another key performance measure is the time from the statement date to invoice receipt at DFAS. The average time from statement date until receipt at DFAS in **January** was <mark>13 days</mark>, which is **not** within our goals. The goal is **12 days.** Commands need to work on getting correct documentation to DFAS in a timely manner to prevent accounts from being suspended.

The following command accounts have met or surpassed the goals for the last three months (November, December and January). For accounts with a cycle date of 23rd, 26th & 27th, October invoices will be used in rating performance.

Command	Account name	PTO	Review	Paid
AAUSN	NCIS CAMP LEJEUNE	Charleston	X	X
AAUSN	NCIS GULFCOAST	Pensacola	X	X
AAUSN	NCIS MAYPORT	Jacksonville	X	X
AAUSN	NCIS NEWPORT	New London	X	X
AAUSN	NCIS NORFOLK	Norfolk	X	X
AAUSN	NCISHQ	Washington	X	
BUMED	BUMED	Washington	X	
BUMED	NAVAL HOSPITAL YOKOSUKA	Yokosuka	X	X
FSA	ASIA PACIFIC CTR for SEC STUD	Pearl Harbor	X	X
FSA	NDW WASHINGTON DC	Washington	X	
FSA	NORFOLK JFCOM	Norfolk	X	X
FSA	WASHINGTON CNO NAVAL ACADEMY	Washington	X	X
FSA	WASHINGTON SAFECEN	Washington	X	X
LANTFLT	CHRLSTN LANTFLT ROSY RDS	Charleston		X
LANTFLT	GULFPORT LANTFLT	Pensacola	X	X
LANTFLT	JACKSONVILLE LANTFLT	Jacksonville	X	
LANTFLT	NEW LONDON LANTFLT	New London	X	
LANTFLT	NORFOLK LANTFLT II	Norfolk	X	
LANTFLT	NORFOLK LANTFLT III	Norfolk	X	
NAVAIR	CHINA LAKE NAVAIR	Port Hueneme	X	X
NAVAIR	NADEP JACKSONVILLE FL	Jacksonville	X	X
NAVAIR	NAVAIRHQ	Washington	X	
NAVAIR	NAWCAD LAKEHURST	New London		X
NAVAIR	NAWCAD PAX RIVER	Washington	X	

NAVAIR	NAWCTSD ORLANDO	Jacksonville	X	X
NAVAIR	POINT MUGU NAVAIR	Port Hueneme	X	
NAVAIR	SAN DIEGO NAVAIR	San Diego		X
NAVEUR	CINCUSNAVEUR ROTA 62863	Naples		X
NAVFAC	Atlanta Div NAVFAC	Norfolk		X
NAVFAC	EFA Chesapeake NAVFAC	Washington		X
NAVFAC	Northern Div NAVFAC	New London	X	
NAVFAC	Pacific Div NAVFAC	Pearl Harbor	X	X
NAVFAC	PORT HUENEME NAVFAC	Port Hueneme	X	X
NAVFAC	Southern Div NAVFAC	Charleston	X	X
NAVFAC	WASHINGTON NAVFAC	Washington	X	
NAVSEA	30TH NCR FIRSTNCD FORWARD	Pearl Harbor	X	X
NAVSEA	NAV SHIPYARD PORTSMOUTH	New London	X	X
NAVSEA	NAVSURFWARCENDIV	Great Lakes	X	X
NAVSEA	NAVW NSWEC PT HUENEME	Port Hueneme	X	X
NAVSEA	NSWCCD PHILADELPHIA SITE	New London	X	X
NAVSEA	NSWCDAHLGRENLAB	Washington	X	X
NAVSEA	NSWCDD/CSS/PCFL	Pensacola	X	X
NAVSEA	NUWC DIVISION KEYPORT	Bangor		X
NAVSEA	NUWCDIVNPT	New London	X	X
NAVSEA	NWSC INDIAN HEAD DIVISION	Washington	X	
NAVSEA	PSNS DETACHMENT BOSTON	New London	X	X
NAVSEA	WASHINGTON NAVSEA HQ	Washington		X
NAVSEA	WASHINGTON NAVSEA HQ II	Washington	X	X
NAVSUP	BANGOR NAVSUP	Bangor	X	X
NAVSUP	JACKSONVILLE NAVSUP	Jacksonville	X	X
NAVSUP	NEW LONDON NAVSUP NICP	New London	X	X
NAVSUP	NEW LONDON SUP MECH NWCF	New London	X	X
NAVSUP	NORFOLK NAVSUP	Norfolk		X
NAVSUP	PEARL HARBOR NAVSUP	Pearl Harbor	X	X
NAVSUP	SAN DIEGO NAVSUP	San Diego	X	X
NAVSUP	YOKOSUKA NAVSUP	Yokosuka		X
NETC	CORPUS CHRISTI CNET	Corpus Christi	X	X
NETC	NAVAL POSTGRAD SCHOOL PORT HUENEME	Port Hueneme	X	X
NETC	NAVY WARFARE DEV COMM	New London	X	X
NETC	NEW LONDON WARCOL	New London	X	X
ONI	CBA ONI WASHINGTON	Washington	X	
ONR	NRL MON	Port Hueneme	X	X
ONR	NRL STN	Pensacola	X	X
ONR	WASHINGTON ONR	Washington	X	X
ONR	WASHINGTON ONR NRL	Washington	X	X

PACFLT	BANGOR PACFLT BANGOR	Bangor	X	X
PACFLT	CINCPACFLT HQ PEARL	Pearl Harbor	X	X
PACFLT	COMFLEACT SASEBO	Yokosuka	X	X
PACFLT	COMFLEACT YOKOSUKA	Yokosuka	X	X
PACFLT	COMNAVFORJAPAN	Yokosuka	X	X
PACFLT	COMNAVMARSUPACT GUAMM	Guam	X	X
PACFLT	COMNAVREG HAWAII	Pearl Harbor	X	X
PACFLT	COMNAVSURFPAC SAN DIEGO	San Diego	X	X
PACFLT	COMSUBPAC PEARL HARBOR	Pearl Harbor	X	X
PACFLT	FTSCPAC SAN DIEGO	San Diego		X
PACFLT	NAF ATSUGI	Yokosuka	X	X
PACFLT	NAF MISAWA	Yokosuka	X	X
PACFLT	PHARBOR JICPAC	Pearl Harbor	X	
PACFLT	PHNSY & IMF N32253	Pearl Harbor	X	X
PACFLT	SAN DIEGO PACFLT SAN DGO	San Diego	X	X
PACFLT	SRF YOKOSUKA JAPAN	Yokosuka	X	X
SPAWAR	SPAWAR CH NORFOLK DET	Norfolk	X	X
SPAWAR	SPAWARSYSCEN PENSACOLA OFFICE	Pensacola		X
SPAWAR	SPAWARSYSCEN CHARLESTON	Charleston		X
SPAWAR	SPAWARSYSCEN SAN DIEGO	San Diego	X	X
SPAWAR	SPAWARSYSCOM SAN DIEGO	San Diego		X
SPECWAR	COMNAVSPECWARGRU THREE	San Diego		X
SPECWAR	NAVSPECWAR COMMAND	San Diego	X	X
SPECWAR	NAVSPECWAR GROUP ONE	San Diego	X	X
SPECWAR	NAVSPECWAR GROUP TWO	Norfolk	X	X
SPECWAR	SPECWARGRUFOUR	Norfolk		X
SSP	N00030SP16ALTKT	Washington	X	X

PROCESSING TIMELINE

- NAVPTO and SatoTravel will normally complete their ticket reconciliation four to six days after the end of the billing period.
- Once the reconciliation is complete, SatoTravel will email the invoice file to the command for review. If a command has not received the file on the seventh day after the end of the billing period, contact the NAVPTO.

- Commands must complete the review no more than two **business days** following the day they receive the file. Example: File received on Tuesday, review complete not later than COB Thursday. If the command has not replied to the NAVPTO by the due date, the NAVPTO will CLOSE and certify the bill.
  - Commands should only request that the NAVPTO correct AAA, SDN or ACRN errors. This is not the time to change cost centers that were not on the original orders. Once the invoice has been paid, any cost center changes can then be made in the accounting system. Commands should ensure that LOA data is correct in order writing systems.
  - Commands will date-stamp or otherwise mark the first page of the account statement with the date the account statement was received in the mailroom. Provide this date to the NAVPTO by email or fax. If commands have not responded timely to the NAVPTO, the NAVPTO will use the date the electronic invoice was received at SatoTravel as the invoice receipt date on the Bill Payment Summary. As this will always be an earlier date than receipt of the hard copy invoice, it may cause the invoice to incur prompt pay interest charges.

CBA CORRECTION PROCESS

Commands are responsible for accessing the GTSWEB, identifying suspended transactions for their command(s) and taking the appropriate corrective actions. **Until further notice, Major Commands will continue to submit corrections through FMO to DFAS. Point of contact is Melanie Graves** at 202-685-0787 or graves.melanie@fmo.navy.mil. **Commands are reminded to obligate suspended transactions "as is"** *if possible*, to minimize the corrections forwarded to DFAS and expedite payment.

The website is updated Monday, Wednesday and Friday nights (midnight). It is recommended that commands check the site after each update as new batches of invoices may be uploaded at any time during the week resulting in new suspended transactions being posted on the GTSWEB. Corrections are only required for the AAA, SDN, or ACRN for suspended transactions on both the manual and mechanized CBA invoices. Below is the address to the GTSWEB:
    https://mzd.mech.disa.mil/STARS/GTSWEB/

Please allow **three** GTSWEB updates before contacting FMO regarding corrections submitted but not made in STARS-OP.